

Capital Planning Committee

Meeting Minutes

December 15, 2016

In attendance were:

Charles Foskett
Steve Andrew
Diane Johnson
Mike Morse
Brian Rehrig
Barbara Thornton
Tony Lionetta
Amy Fidalgo

Not in attendance:

Sandy Pooler
Rich Viscay

- **Meeting Opened:** Charlie Foskett opened the meeting at 5:05pm. The minutes of December 1, 2016 were reviewed and approved as amended. (7-0)
- **Review FY 2018-2022 Submissions from Departments and Sub-Committee reports:**
 - **School Department Sub-Committee Follow Up:** Barbara Thornton provided further information on some outstanding School Department capital requests that needed clarification. The CPC voted to accept the Dallin Room Science Room Conversion Project, subject to the limitations and final packaging of the Capital Budget. (7-0) The CPC voted to accept the Replacement Truck and Plow, subject to the limitations and final packaging of the Capital Budget. (7-0)
 - **Health and Human Services Sub-Committee Report:** Barbara Thornton presented the Sub-Committee recommendations for Health and Human Services (HHS). A list of capital balances to be kept open and a list of capital balances to be swept were presented to the CPC. The CPC discussed the Sub-Committee's suggestion to sweep \$80k of capital accounts associated with the Robbins Cottage and then repurpose them to fund a study and begin the renovation of the cottage. The CPC was not comfortable with this "linking" arrangement and suggested that the balances be simply swept. HHS can then initiate a new request once the use is confirmed (see discussion below). Tony Lionetta voiced concern over this project being led by HHS given that it is not within the technical expertise of HHS. Barbara Thornton said that Ruthy Bennett should be a part of this project in the future.

Barbara Thornton summarized the remaining current year project requests. The CPC discussed the Volumetric Calibration Trailer request, and suggested this be moved to FY19 based on the information provided at this time. Brian Rehrig suggested HHS work with the Planning and Community Development Department for the Veterans Memorial Repair Project. Tony Lionetta suggested combining the Whittemore Robbins House Window Repairs request with the Whittemore Robbins House Exterior Painting Repairs.

The Committee agreed this request should be a single year request for \$260k and should be funded through CPA, if possible.

The CPC voted to accept the HHS Sub-Committee recommendations as amended for the COA Transportation Van, the COA Photocopier Lease, the Veterans Record Scanning Project, the HHS Repair and Refurbishment of the Cupola and Roof at the Whittemore Robbins House, the AYCC Photocopier Lease, the Volumetric Calibration Trailer for Oil Trucks, Veterans Memorial Repairs, and Whittemore/Robbins House Window Replacement and Exterior Painting, subject to the limitations and final packaging of the Capital Plan. (7-0)

The CPC discussed the Cottage Design and Renovation Request. Charlie Foskett stated that this request requires the involvement of the Town Manager since it is related to the AYCC enterprise fund, and the expansion of the fund. Brian Rehrig said that given the state of the building, the CPC should retain this item in the budget if the Town Manager does agree this is proper use of the space. Charlie Foskett provided a brief history on how the AYCC Enterprise Fund was created. He added that the CPC will need more information and as currently written the request does not belong in the Capital Plan. The CPC voted to reject the Cottage Design and Renovation. (7-0)

- **Police Sub-Committee Report:** Brian Rehrig summarized the recommendations of the Sub-Committee. The Sub-Committee report includes a note regarding the increasing importance of IT to the operation of the Police Department, as well as a summary of the Community Safety Building status.

The CPC discussed the Revised Radio System Plan and the upcoming frequency auctions that are coming up. Brian Rehrig explained that this is the cost of the portables which are not capable of switching to the new frequency if needed; this is a budget for the portables that the Police Department can continue to use for existing frequencies. Charlie Foskett recommended putting this request into one year, rather than splitting it over two years. The CPC voted to accept the recommendations of the Police Sub-Committee, subject to the limitations and final packaging of the Capital Budget. (7-0)

- Charlie Foskett explained that at Special Town Meeting last January he made a recommendation for Stratton School regarding the nonexempt and exempt debt. The exempt portion was expected to be about \$6.7m. After a recommended vote was prepared, the D.O.R. responded that approximately \$8.8m could be exempted. There is a lot of flexibility in the Capital Plan as a result in this shift between exempt and nonexempt debt coupled with the bond premium that now needs applied and offset entirely in the first year.

The CPC discussed the implications of not reaching the 5% spending limit of the Capital Plan. Brian Rehrig said that if the CPC were to not spend the 5% it would hurt the CP down the road. The Committee needs to offset the premium's impact by 1) moving more FY18 requests into the cash column and/or 2) by moving requests that would otherwise be bonded in future years to cash in FY18 to reduce debt service in out years and/or 3) by shorting the bonding term for items.

Brian Rehrig summarized the Capital Plan as it currently stands and pointed out that the capital carryforwards have not been included yet. Brian Rehrig summarized some of the updates that have been made to the Capital Plan over the past few weeks.

The CPC voted to allow Charlie Foskett, Brian Rehrig, Sandy Pooler, and Amy Fidalgo make changes to the Capital Plan in upcoming weeks, to make a formal request to the Town Manager

and the Superintendent of Schools to help figure out investment requirements as practiced by the Town, and for the Committee to review the suggested changes at their upcoming January meeting. (7-0)

- **Adjournment**